

638007/01/03

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: ASSISTANT RECREATION COORDINATOR

DEFINITION

Under general supervision, to assist in recreation programs; supervise and provide feedback to part-time staff; train volunteers; supervise in absence of professional staff; attend training related to position; maintain and inventory equipment assigned to this position; and to do related work as required.

REPORTS TO: Recreation Services Coordinator

DISTINGUISHING CHARACTERISTICS

This position exercises independent judgement appropriate to assignments. Incumbents are expected to have basic knowledge on how to design flyers; budget and track allocated resources; market a program; train volunteers; conduct and apply research to enhance programs and services; be enthusiastic and have an interest in working with people of diverse backgrounds and recreation interests; assist cooperatively with division staff in conducting programs; assist the immediate supervisor in training and providing feedback to the part-time staff; adhere to City policies and procedures related to position; organize, plan, direct and coordinate recreation activities appropriate for position; assist in taking registration for youth sports, contract classes and other programs; responsible for security and maintenance of equipment and/or facilities assigned and maintain records and reports.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Services Coordinator. Exercises close to general supervision over Recreation Leaders and Recreation Aides.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist in the planning, organizing and conduct a variety of recreational program for a neighborhood, community area or special event.
- Be responsible for supervising part-time staff and operating a program or center in the absence of professional staff.
- Assign, train and supervise part-time staff and/or volunteers in leading recreational activities.
- Assist the immediate supervisor in maintaining appropriate program information and devising work schedules.
- Conduct or train subordinates on properly administering computerized registration and facility reservations, and processing the paperwork or payments associated with the registration and reservation.
- Inspect the facility and outdoor area to ensure the location is safe to conduct activities.
- Attend meetings as deemed appropriate by the immediate supervisor.
- Promote and market assigned programs.
- Purchase supplies and train staff on procedures for purchasing supplies.

- Assist in recruiting, selecting, interviewing and training subordinates as it relates to assignments.
- Assist immediate supervisor in meeting with local groups associated with assigned tasks.

QUALIFICATIONS

Knowledge of:

- Principles, rules, techniques and practices of organizing and conducting public recreation programs and/or special events.
- Instruction techniques when teaching youth or planning programs for youth.
- Basic computer use to enhance record keeping and report writing.
- First aide and CPR practices.
- Operating and evacuation site as specified by the Emergency Services Coordinator or department designee.
- Supervising or managing part-time staff.
- How to market programs so that expected attendance is achieved.
- Criteria used to determine whether or not playground equipment, a facility or equipment is safe to use.
- City policy and procedures which effect assigned programs or tasks.

Ability to:

- Assign and supervise subordinates to lead an activity, complete a task or conduct facility reservations.
- Lead group meetings or recreation activities.
- Follow purchasing procedures outlined by the City and Department, as well as utilize cost effective spending.
- Work effectively with superiors, colleagues and subordinates.
- Act in the absence of immediate supervisor.
- Adhere to deadlines.
- Assist immediate supervisor in monitoring program budgets, recommend cost-saving ideas to immediate supervisors and assist in developing the program budgets.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The completion of one year of college (30 semester units) may substitute for one year of experience.

Experience: At least two years of experience in group recreation activity leadership or two years of experience as a Recreation Leader with the City of Riverside.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Minimum age 18 years.

Possession of, or ability to obtain, a Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant Recreation Coordinator

TO: Recreation Services Coordinator